



KENYA EMBASSY MADRID

JOB VACANCY

The Kenya Embassy in Madrid is seeking to recruit a suitably qualified and experienced individual to fill the position of **Translator / Clerk (Administrative-Assistant)** reporting directly to the Head of the Finance Department.

1. JOB DESCRIPTION

The successful candidate will provide administrative, translation, and clerical support to the Embassy's operations, ensuring efficient service delivery in line with the Embassy's mandate.

2. KEY DUTIES AND RESPONSIBILITIES

The officer will be responsible for, but not limited to, the following:

- **Translation & Interpretation:** Translate official documents, correspondence, and diplomatic notes from Spanish to English and vice versa; provide oral interpretation during meetings as required.
- **Report & Communication Preparation:** Assist in preparation of administrative reports, official communication materials, and draft correspondence for internal and external use.
- **Administrative and Service Provider Liaison:** Assist in liaising with service providers (e.g., utilities, maintenance, suppliers) and resolution of administrative issues.
- **Finance & Clerical Support:** Support the Finance Desk with clerical duties, including processing simple invoices, filing receipts, and maintaining basic financial records.
- **Research & Briefing:** Assist in preparing briefs and reports on emerging issues that may have effect on administrative operations at the Embassy.
- **Digital & Records Management:** Assist in maintenance of both physical and digital records in accordance with Embassy data protection and record-keeping policies.

- **Protocol Duties:** Assist in the coordination of protocol duties, including preparation for official events, visits, and logistical arrangements for Embassy functions.
- **Other Duties:** Perform any other administrative duties as may be assigned.

3. BASIC MINIMUM QUALIFICATIONS

- **Education:** Minimum of an Undergraduate Degree (Bachelor's) in Finance, Linguistics, Business Administration, Public Administration, International Relations or a related field from a recognized institution.
- **Language Proficiency: Essential:** Fluent in written and spoken **Spanish** and **English** (C1/C2 level or equivalent).
- **Technical Skills:** Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with digital records management systems.
- **Experience:** Minimum of 2 years professional experience.
- **Personal Attributes:**
 - High level of integrity, confidentiality, and professionalism.
 - Excellent interpersonal and communication skills.
 - Ability to work effectively in a multicultural environment.
 - Strong organizational skills and attention to detail.
 - Ability to multitask and meet tight deadlines.
- **Eligibility:** applicants must possess a valid work permit or residency status that allows them to work legally in Spain.

4. OTHER REQUIREMENTS

- Availability to work during official working hours (Monday-Friday) and occasionally outside these hours for emergencies, official functions and official visits if required.

5. REMUNERATION

The salary for this position is commensurate with the current comparative terms and conditions of service for locally engaged staff in Spain, in line with Spanish labor market standards and Embassy regulations.

6. TERMS OF EMPLOYMENT

This is a full-time contractual position subject to the local labor laws of Spain and the internal regulations of the Kenya Embassy.

7. HOW TO APPLY

Interested candidates should submit the following documents **in PDF**.

1. A cover letter explaining suitability for the role.
2. A detailed Curriculum Vitae (CV) with contact details of three professional referees.
3. Copies of academic certificates and transcripts.
4. A copy of a valid ID or NIE (Foreigner Identification Number).

Applications should be sent via email to: **applications.madrid@mfa.go.ke**

Indicate subject line as: **APPLICATION-TRANSLATOR/CLERK – [Your Full Name]**

8. DEADLINE

Applications must be received on or before 25th October 2026 at 17:00 (CET).

Only shortlisted candidates will be contacted for interviews.